

CORRECTED COPY – CLOSING DATE EXTENDED

ANNOUNCEMENT NUMBER 02-04

REGULAR FULL TIME

DUTY SCHEDULE: IRREGULAR

OPENS: 10 FEBRUARY 2004

CLOSES: 18 MARCH 2004

TITLE: ADMINISTRATIVE ASSISTANT, NF-0303-03

AGENCY: U.S. Army Garrison Michigan

LOCATION: U.S. Army Garrison-Michigan (Selfridge) Morale, Welfare, Recreation Fund,
Selfridge ANG Base, MI 48045

SALARY RANGE: \$9.00 - \$11.00 per hour

DUTIES: Actively participates in the management of the activity or organization by performing a wide variety of clerical and administrative support duties. Serves as the central point of contact for matters related to day-to-day operations. Applies a knowledge of the organization, its functions and regulations to carry-out a wide variety of administrative functions related to the preparation of correspondence, personnel, accounting, purchasing, maintenance and repair of equipment, management of records and information, budget preparation and oversight. Composes standard operating procedures and sets internal priorities. Develops procedures to generate improvements in administrative services. An extensive knowledge of rules, operations, and practices, and judgment in locating and selecting the most appropriate guidelines is required. Answers phones and takes messages for the Selfridge Sergeant Major.

CONDITION OF EMPLOYMENT: Incumbent must be able to obtain and maintain a favorable National Agency Check. Electronic Fund Transfer (EFT) of paycheck to a checking or savings account is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Work experience directly related to the duties described above. In addition, applicants must be proficient in Word, PowerPoint, and Excel.

HOW TO APPLY: 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). Be certain to describe your education and experience in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders.

3. Attach all forms together and mail or deliver to the following address NLT close of business 18 March 2004.

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
AMSTA-CY-R, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (810) 307-5691/5701

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

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NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.